

## Forms & Fees

Application Forms are available in our offices or online at:

<http://www.louisvilleky.gov/ip/Construction+Review/Permit+Applications+and+Forms.htm>

A submittal should include a completed application form and drawings to explain the project. Refer to the residential checklist:

<http://www.louisvilleky.gov/NR/rdonlyres/9287CA8B-BE4E-4854-9FDA-B5F0E5109373/0/ResidentialPlanReviewChecklist2010.pdf>

Fees are noted on the application forms and posted on our website at:

<http://www.louisvilleky.gov/ip/Construction+Review/Permit+Fees.htm>

Plumbing Permits are obtained from the State Department of Housing, Buildings, & Construction Division of Plumbing. Their forms, regulations, and contact information can be found on their website: <http://dhbc.ky.gov/Plb/Pages/default.aspx>.

## Inspections

All permits require inspections by our department to ensure that all applicable code requirements have been met and that the project has been constructed according to the approved plans.

The number of inspections varies according to each project but generally occur at foundation stage, framing or "rough-in" stage, and a final inspection.

It is the responsibility of the permit holder to notify the department when the work is ready for inspection

*The Division of Construction Review,  
Develop Louisville administers the  
construction review process to  
protect the health, safety, and welfare  
of the community by reviewing and  
inspecting newly constructed and  
altered buildings and structures for  
compliance with the Kentucky  
Building Code.*



LOUISVILLE METRO  
GOVERNMENT  
Construction Review,  
Develop Louisville

Metro Development Center  
444 S. Fifth Street  
Louisville, KY 40202  
Phone: 502.574.3321  
Fax: 502.574.3997

[www.louisvilleky.gov/ip/  
Construction+Review](http://www.louisvilleky.gov/ip/Construction+Review)

## Need A Permit For That?



## HOMEOWNER'S TOOLBOX: BASEMENT REMODELS

A QUICK GUIDE TO PERMITTING YOUR  
BASEMENT REMODELING PROJECT

In LOUISVILLE METRO



## What is a Building Permit?

A building permit gives you legal permission to start construction on a building project in accordance with approved plans. These are required by local Ordinance and the Kentucky Building Code.

## When do you need a Building Permit?

The Kentucky Building & Residential Codes require a permit to construct, enlarge, remodel, or change occupancy of a building, or to erect, install alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system. An accessory structure less than 200 square feet in area does not require a permit

## Who can apply for a Building Permit?

Building Permits may be issued to either the property owner or a licensed & identified contractor

Search for contractors that are properly identified with the department here:

<http://portal.louisvilleky.gov/codesandregs/contractor-report>

**NOTE:** *These are general comments only, your site may have additional requirements based on site specific conditions.*

## Building Code Considerations:

If the project involves new walls, doors, new opening in existing walls, or new sleeping rooms a building permit is required.

A finished basement space may egress through the house without direct access to the outside.

Every sleeping room, however, shall have at least one emergency and rescue opening to the outside. This can be a door or window at a walk-out basement, or a window well.

A permit is not required for finish work such as painting, carpet.

Installing new circuits and wiring will require an electrical permit.

Care should be taken to maintain flow of combustion air to furnaces, water heaters, etc commonly found in basements. New walls and doors may restrict proper air flow to these appliances.

New HVAC units and/or ductwork will require an HVAC permit.

## Zoning Considerations:

A basement remodel creating new finished space may impact compliance with the maximum Floor Area Ratio allowed by the zoning of the property.

An Accessory Apartment created in basement or elsewhere on site requires a Conditional Use Permit.

The Land Development Code can be found on the website of Planning & Design Services:

<http://www.louisvilleky.gov/PlanningDesign/>

## Other Approvals

A building permit evaluates a project for conformance with the Kentucky Building Codes. In Louisville Metro there are additional regulations that may apply to your project.

## Small Cities

Smaller cities within Louisville may require review of projects within their city limits. Be sure to check for such requirements as you plan your project.

## Preservation Districts and Overlays

Projects in the local Preservation Districts and Overlays involving changes to the exterior of a property or building require review and approval prior to issuance of a building permit. Contact Planning & Design Services for information regarding Preservation Districts and Overlays.

## Utility Easements

Your property may contain utility easements which may prohibit construction. Confirm the existence of any easements as you plan your project and confirm any restrictions with the utility.

## Existing Structures and Nonconformity:

Generally, existing safe structures that do not comply with current codes are allowed to remain as is. Modifications or additions cannot increase their non-compliance.

## Site Information

To learn the zoning and form district, as well as other useful geographic information about your property look it up on the LOJIC mapping website here:

<http://www.lojic.org/>